DEPARTMENT OF THE NAVY
COMMANDER, NAVAL SURFACE FORCE
UNITED STATES ATLANTIC FLEET
1430 MITSCHER AVE
NORFOLK, VA 23551-2494

COMMANDER NAVAL SURFACE FORCE
UNITED STATES PACIFIC FLEET
2841 RENDOVA ROAD
SAN DIEGO, CA 92155-5420

COMNAVSURFLANTINST 3540.12/
COMNAVSURFPACINST 3540.12
Code 8

COMNAVSURFLANT/COMNAVSURFPACINST 3540.12

Subj: THE ENGINEERING READINESS PROCESS

Ref: (a) COMNAVSURFLANT/COMNAVSURFPACINST 3540.11

1. **Purpose**. To provide guidance for the conduct of the Engineering Readiness Process for conventionally powered ships.

2. **Scope**. This instruction provides guidance for the assessment, training and qualification of conventionally powered ships assigned to all type commanders. Reference (a) establishes policy and procedures for scheduling, conducting and reporting the conventionally powered surface ship engineering qualification process.

3. **Action**. This instruction will be used as the engineering qualification guide. Commanding Officers and ISICs should also use it for self and ISIC directed assessments. Nothing herein should be construed as superseding, modifying or constituting any authority to make changes to U.S. Navy regulations, manuals and instructions which govern construction, testing, operation and maintenance of naval non-nuclear steam, gas turbine and diesel propulsion plants. As always, good engineering practices and high day-to-day operational standards are paramount.

S. J. BUSCH
Deputy and
Chief of Staff

R. P. PERRY
Deputy and
Chief of Staff

Distribution: (COMNAVSURFLANTNOTE 5216) (Case II)

COMNAVSURFLANTINST 3540.12/
COMNAVSURFPACINST 3540.12

21A1, 22A, 23C, 24, 25, 26, 28, 29, 30, 31, 32, 36, 39, 41, 42, A, B5, C28D, FA7, FA8, FA18, FA31, FD4, FF5, FH1, FKA1, FKM, FKP7, FKP8, FKP16, FT, COMOPTEVFOR

TABLE OF CONTENTS

CHAPTER 1 GENERAL INFORMATION PAGE

1101. Discussion.....1-1

1102. Applicability.....1-2

1103. The Engineering Qualification Process.....1-2

1104. Material Readiness/Safety.....1-4

1105. Safe to Operate Criteria.....1-4

CHAPTER 2 CONDUCT OF THE PROCESS

2101. Conduct of the LOA.....2-1

2102. Availabilities Less than 120 Days.....2-4

2103. ISIC Initial Assessment/Training.....2-4

2104. Underway Demonstration.....2-4

CHAPTER 3 FINDINGS

3101. Qualification.....3-1

3102. Items Of Priority (IOP).....3-1

3103. Restricted Operations.....3-1

TABS

TAB A Typical LOA Schedule A-1

TAB B Sample Single Event IA Schedule.....B-1

TAB C Sample Underway Demo Schedule.....C-1

TAB D Sample Readiness for LOA Message.....D-1

TAB E Sample LOA Completion Message.....E-1

TAB F Sample Underway Demonstration
Waiver Message.....F-1

TAB G Sample Underway Demonstration
Completion/Engineering
Qualification Message.....G-1

TAB H Sample Restricted Operations
Notification and POA&M Report.....H-1

TAB I Sample Engineering Re-Qualification
Report.....I-1

CHAPTER 1

GENERAL INFORMATION

REFERENCE: (a) COMNAVSURFLANTINST/COMNAVSURFPACINST 3540.11
(b) COMNAVSURFLANTINST/COMNAVSURFPACINST 3540.22

1101. DISCUSSION. Reference (a) establishes the Engineering Operations Assessment, Training, and Qualification process (E-Qual), and defines the applicability, scope, type and findings of assessments and qualifications. Reference (a) also assigns the Immediate Superior in Command (ISIC) as the qualifying authority for the process. This instruction defines how the Type Commander (TYCOM), supports the ISIC in the execution of the Engineering Readiness process outlined in reference (a). This new process places primary emphasis on day-to-day engineering standards and flexibly adapts to the individual ship's training plan.

a. Training administration is not training. Assessments will be performance based. The focus will be on basic principles. Material condition must support training. Safety will continue to be paramount.

b. The Underway Demonstration must not be viewed as an end in itself. The desired end state is a ship that is safe to operate and meets the standards established by NAVSEA, etc.

1102. APPLICABILITY. The requirements of this instruction are applicable to all commissioned conventionally powered propulsion plant ships. Commands with irregular deployment cycles (such as forward-deployed units) will have their engineering readiness process tailored on a case-by-case basis with the qualification cycle not exceeding 30 months.

a. Methodology. This engineering readiness process is built upon the tenets of process centered improvement. The process provides the tools needed to; (1) assess the ship's engineering plant using prescribed standards; (2) develop training plans specifically tailored to the needs of the ship based on the assessments, and; (3) obtain the engineering

qualification. Achievement of training and material standards will be more easily attainable as training resources are matched to training objectives and brought to bear at the right time in the development cycle. Commander, Afloat Training Group LANT/PAC will provide training resources to ship Commanding Officers and assessment/qualification resources to ISICs.

b. Standards. Engineering standards are well established by governing instructions, which include, but are not limited to: Engineering Operational Sequencing System (EOSS), Planned Maintenance System (PMS), NAVSEA Technical Manuals (NSTM), equipment technical manuals and TYCOM directives. The Engineering Readiness Process validates a ship's performance against these standards.

1103. THE ENGINEERING QUALIFICATION PROCESS

a. Light-Off Assessments (LOA). In accordance with reference (a), ATG engineering readiness teams will assist ISICs in the conduct of formal LOAs on all new construction ships and on ships where availabilities exceed 120 days. The purpose of the LOA is to ensure the ship is capable of safely lighting off and operating its engineering plant prior to going to sea. ISICs may conduct LOAs for ships not meeting the 120-day requirement.

b. ISIC Initial Assessment(IA). In accordance with reference (a), an ISIC Initial Assessment of the ship's engineering readiness will be conducted. The IA will normally be conducted in conjunction with the CART II. ATG will support the ISIC in the conduct of this assessment. The assessment will be focused on material, the level of training of engineering watchsections and training teams and the ship's ability to fight a class "B" fire in a major machinery space using the underway repair organization. The IA will conclude with ISIC approval of the CO's training objectives and training plan for the basic phase.

c. Training. Training will be based on the training objectives contained in the Commanding Officer’s training plan. The training plan will be tailored to meet the ship's particular set of circumstances (i.e. length of availability, crew

turnover, etc.). The ultimate goal of the training is to establish the following:

(1) Adequate operable propulsion machinery to safely take the ship to sea.

(2) Minimum of two fully qualified watch teams and a fully qualified training team.

(3) Satisfactory demonstration of a major machinery space class "B" fire drill using the underway organization.

(4) Safety devices within periodicity.

(5) Compliant training and management programs.

ATG is available to the Commanding Officer to support meeting the ship's training objectives. At any point desired by the ship or ISIC an LTT may be requested. ATG assets will be assigned to assist in the conduct of LTTs as available.

d. Underway Demonstration (UD). The Underway Demonstration portion of the Engineering Readiness Process focuses on engineering operations, evolutions and drills. An ATG qualification team will support the ISIC during the Underway Demonstration.

(1) The Underway Demonstration should normally not exceed one day and consists of (1) safety walk-through; (2) two watchsections demonstrating evolutions and drills; and (3) high power and dynamic response underway demonstrations. Each watchsection must satisfactorily complete 65 percent of evolutions and 50 percent of casualty control drills.

(2) In cases of sustained, exceptional engineering readiness, the ISIC may waive the Underway Demonstration. The ISIC will provide the TYCOM the detailed basis for the waiver. Details regarding the waiver of the Underway Demonstration are contained in paragraph 2104.

1104. Material Readiness/Safety

a. As a fundamental element of basic engineering training, material readiness must support the ability to safely take the ship to sea for sustained operations. To this end, the material condition of the ship's propulsion plant will be formally assessed during the Initial Assessment. Material and safety checks will be conducted on a sampling of the equipment as directed by the ISIC.

b. The ISIC validates the ship's material self-assessment and verifies readiness during the assessment process. The important elements of the material evaluation include:

(1) Self-assessment.

(2) Equipment necessary to operate within EOSS.

(3) Equipment degradations covered by approved written procedures and/or a Departure From Specifications (DFS).

(4) High power/dynamic response underway. [if applicable].

(5) Cleanliness, preservation, and stowage.

c. Additionally, ships will provide the ISIC a listing of safety devices and automatic shutdowns indicating periodicity requirements and dates of testing.

1105. Safe-to-Operate Criteria

Proper engineering plant operations must be focused on maintaining propulsion, electrical power generation and distribution, and associated auxiliaries, including hotel services, while ensuring the safety of operating personnel. It is neither intended nor desired for this instruction to provide a list of acceptable (or unacceptable) equipment degradations. Sufficient guidance is available in PMS, EOSS, NSTMs, SIBs, POGs, etc., for engineers to operate equipment safely and efficiently. The ISIC will make the final "safe to operate" decision.

CHAPTER 2

CONDUCT OF THE PROCESS

REFERENCE: (a) COMNAVSURFLANT/PACINST 3540.11
(b) COMNAVSURFLANT/PACINST 3502.2D

2101. CONDUCT OF LOA FOR NEW CONSTRUCTION AND AVAILABILITIES GREATER THAN 120 DAYS.

a. Production Completion Date (PCD). To facilitate conduct of the LOA and to ensure safe light-off and routine operation of the propulsion plant, the PCD should occur at least two weeks prior to an LOA. This allows for crew training, equipment familiarization, and preparation time. The LOA message report should address space turnover if it is a factor in preparing for the LOA. A sample prior to LOA message is contained in TAB D.

b. In-brief. During the LOA:

(1) The ship should prioritize corrective action or resolution of deficiencies. It is not necessary to correct all deficiencies, only those required to enable a safe and meaningful assessment. However, all damage control and firefighting safety deficiencies (i.e., discrepancies that pose a significant operational or personal risk), as designated by the ISIC, must be corrected.

(2) No situation exists which causes approved procedures such as tag-out, EOSS, and electrical safety to be violated.

(3) Assessors will not operate any equipment nor order equipment operated. Watchstanders will not interpret any question asked by an assessor as direction for the watchstander to take an action. For example, an assessor may request a watchstander to place equipment in operation. The watchstander should then obtain permission from appropriate shipboard supervisor to do so.

(4) The Engineering Duty Officer (EDO) or Engineering Officer of the Watch (EOOW) will be in control of the propulsion plant.

(5) The ETT/DCTT will initiate and terminate all drills. The Commanding Officer will address the following prior to commencing the LOA:

(a) Whether or not there is any corrective maintenance in progress or expected to begin that will impact the conduct of the assessment.

(b) If there are any approved NAVSEA waivers or Departure(s) From Specifications (DFS). Additionally, if there are any plant abnormalities that could result in a deviation from EOSS, whether or not a request for a NAVSEA waiver or a request for a TYCOM DFS has been submitted.

(c) Whether or not there are special operating procedures or precautions, which deviate from, or are in addition to, EOSS.

(d) Review any significant work accomplished in the propulsion plant during the availability.

c. LOA Commencement. The LOA will begin with the ship in a cold iron status. It will complete when the qualification team has assessed all areas and the ISIC is able to make a determination of "Ready To Light-Off" or "Not Ready To Light-Off." A ship can be found "Not Ready," but a "Clear Path To Light-Off" may be identified. Once the path to Light-Off has been achieved to the ISICs satisfaction, the ship is "Ready To Light-Off." Another LOA will be required in the event a "Clear Path To Light-Off" cannot be determined.

d. Schedule. A nominal LOA schedule is contained in Tab A. Once the assessment commences the ISIC and Commanding Officer will modify the schedule as necessary for the most efficient use of time and resources. Additionally, if the ship encounters a delay in one area of the assessment, the crew should be prepared to move on to another area.

e. Overview by Major Area. During the LOA, the following will be assessed: Management Programs, Material, and Firefighting. The qualification team will conduct initial walk-through inspections of each engineering space. The initial walk-through will verify firefighting and damage control

equipment readiness, absence of safety material discrepancies, and ensure fire and personnel hazards do not exist. Subsequent assessment will be dependent upon progress of material checks and the schedule agreed upon between the ISIC and ATG team leader. General guidance concerning each area is discussed below.

(1) Management Programs. All engineering management programs as specified in reference (b) will be assessed during the LOA. In addition to administrative requirements, programs will be evaluated for deckplate compliance.

(2) Material. Material assessment results from equipment material checks, evaluation of the ship's awareness of material deficiencies (8 O'clock Reports, CSMP validation), operating conditions of equipment and systems as observed during the assessment, and overall preservation, stowage and cleanliness of the propulsion plant. In order to complete an LOA, all major equipment must be in commission or a clear path to Light-Off must exist for equipment not in commission. A clear path to Light-Off is defined as a point where an equipment has either passed cold checks or all cold checks have been completed to the point where a specific casualty or discrepancy is identified. Deficiencies are cleared through material rechecks.

(3) Firefighting Capability. Assessment of a ship's firefighting capability is based upon the absence of fire hazards, the material condition of main propulsion and auxiliary space damage control equipment, adequacy of the ship's main space fire doctrine, repair locker readiness, and the main space fire drill conducted by the underway repair organization. The ETT/DCTT should be given the fire drill scenarios at the commencement of assessment to facilitate preparation and briefing of the drill(s).

f. LOA Completion. Upon completion of the assessment, the ISIC will hold a critique for the Commanding Officer and other designated personnel. The purpose of this critique is to review findings for the ship. A final report, detailing the results will be provided to the Commanding Officer. An LOA completion message will be promulgated by the ISIC using the format of TAB E.

2102. AVAILABILITES LESS THAN 120 DAYS. If warranted, the ISIC may conduct an assessment of the engineering plant's readiness to light off. An ISIC may direct some or all of the steps contained in paragraph 2101.

2103. ISIC INITIAL ASSESSMENT/TRAINING

a. Overview. The IA will normally be conducted in conjunction with the CART II. It will be done by the ISIC with ATG's support. The format of the IA is an ISIC decision. A sample assessment plan is provided in TAB B. An ATG Senior Assessor will coordinate the structure of the assessment with the ISIC to ensure the ship receives the tailored assessment it requires.

b. Report. Results of the assessment will be documented in a written report to the Commanding Officer. Training objectives will be prepared by the qualification team and provided to the ship for development of the ship's tailored engineering training plan.

c. Training. All engineering training events are designated optional Limited Team Training (LTT). LTTs will be requested by the ISIC or ship and tailored to the ship's requirements.

d. Training Completion. Training completes when all training objectives have been met. At this point the ship should coordinate the date of the Underway Demonstration with their ISIC and ATG.

2104. UNDERWAY DEMONSTRATION

a. Overview. The process culminates in an Underway Demonstration of the ship's ability to conduct engineering evolutions and casualty control drills by two watchsections. A sample schedule for the Underway Demonstration is included at TAB C.

b. Qualification. The final qualification will consist of underway operations including evolutions and casualty control drills. For the Underway Demonstration, two watchsections must

each pass at least 65 percent of the engineering evolutions and 50 percent of the casualty control drills imposed. Additionally, the engineering plant must maintain sufficient equipment in commission to safely operate during the demonstration.

(1) Up-Front Review. Prior to the start of the evolution/drill sets, the qualification team will conduct a brief review to familiarize themselves with current conditions in the plant. This review will consist of a plant walk through; a review of that day's fuel, lube oil and boilerwater/feedwater logs and a review of any outstanding modifications to normal operation of the plant (temporary standing orders, DFSs, and NAVSEA waivers).

(2) Evolutions. Each section will demonstrate their ability to satisfactorily carry out routine propulsion plant evolutions. Sufficient evolutions are to be conducted to effectively assess a watchteam’s ability to accomplish routine watch related operations. These evolutions will vary by ship type and will be selected from class and ship specific EOP and/or PMS for each watchteam.

(3) Drills. Watchstander casualty control effectiveness will be determined through performance based assessment of their response to imposed casualties. A sufficient number of casualties will be imposed on each watchsection to assess the individual watchstander and the watchteam’s ability to control casualties. As a minimum, each watchsection will be expected to respond to basic casualties listed in reference (b) imposed upon them from each casualty family. For diesel and gas turbine ships these casualty families are: main engine, propulsion drive train, electric plant and integrated casualties. For steam ships these casualty families are: main engine/shafting, boiler/feedwater, electric plant and integrated casualties. Ships with multiple main propulsion machinery spaces will have a sufficient number of drills imposed to effectively evaluate the watchstanders in each main propulsion machinery space. The watchstander(s) must have controlling and immediate action(s) committed to memory and, when the plant is stabilized, must refer to EOCC as a guide for supplementary action(s).

c. Qualification Team. To standardize Underway Demonstrations across the fleets, an ATG qualification team will support the ISIC in the conduct of Underway Demonstrations. The ATG team leader will report findings and recommendations for qualification to the ISIC. The ATG qualification team will review any additional areas as deemed appropriate by the ISIC. The ATG engineering qualification team composition will be determined by ATG based on ship class. Engineering Qualification will be determined by the ISIC.

d. Project Officer. Each ship will be assigned a project officer by ATG for the Underway Demonstration. The project officer will be the primary point of contact for pre-qualification liaison, administrative, and logistical support.

e. In-Brief. Immediately prior to commencement of the Underway Demonstration, the ISIC will conduct an in-brief for the Commanding Officer, Engineer Officer, and other ship designated attendees. At the in-brief, the ISIC will re-emphasize safety:

(1) The ship should prioritize corrective action or resolution of deficiencies identified during the initial safety walk-through. All significant damage control and firefighting safety deficiencies (i.e., discrepancies that pose a significant operational risk), as designated by the ISIC, must be corrected.

(2) No situation exists which causes approved procedures such as tag-out, EOSS, or electrical safety to be violated.

(3) The qualification team will not operate any equipment nor order equipment operated. Watchstanders will not interpret any question asked by an assessor as direction or take an action they would not normally take. For example, an assessor may request a watchstander place equipment in operation. The watchstander should obtain prior approval from the appropriate shipboard supervisor.

(4) The Engineering Officer of the Watch (EOOW) will be in control of the propulsion plant.

(5) The ETT/DCTT will initiate and terminate all drills.

f. Waiver. In cases where sustained, exceptional engineering readiness has been demonstrated to the ISIC, ISICs may waive the Underway Demonstration. When granting a waiver the ISIC will state the basis for the waiver in a message report to the TYCOM. Details for the Underway Demonstration waiver message are contained in Tab F.

CHAPTER 3

FINDINGS

3101. QUALIFICATION. When a ship has completed the requirements of the Engineering Readiness Process, it will be qualified for unrestricted operations by the ISIC. The ISIC will send a message report notifying the Type Commander of the qualification. TAB G contains details regarding the Qualification Completion Report.

3102. ITEMS OF PRIORITY (IOP)

a. The LOA, Initial Assessment or Underway Demonstration may identify Items of Priority for which the ship requires extraordinary assistance, or where a class problem is suspected. These may include:

(1) Design, supply support, manning, technical documentation, material reliability, or component operating procedures that are either in conflict with technical directives or require clarification.

(2) A technical problem exists, or is discovered that the ship has not succeeded in resolving.

(3) EOSS revalidation/configuration check is required.

(4) Material deficiencies that require significant outside assistance to correct.

b. Items of Priority will be included in the LOA and Underway Demonstration completion message reports.

c. Items of Priority must be corrected or resolved expeditiously. They will be reviewed periodically by the ISIC as necessary to assure the appropriate resources and attention have been applied to bring these items to closure.

3103. RESTRICTED OPERATIONS. A ship assessed as unable to obtain or maintain standards, in the judgement of the ISIC, will be designated for restricted operations. Ships designated for restricted operations do not meet minimum propulsion plant readiness requirements for unrestricted operations. TABs H and

I describe reports required in this case. The following restrictions apply for restricted operation ships:

a. Operate at sea only for ISIC supervised training, repeat Underway Demonstrations, emergency sorties, or national emergencies.

b. Embark sufficient numbers of qualified personnel when conducting engineering operations (inport or underway) to ensure safe operation of the engineering plant.

3104. REPAIR BEFORE OPERATE (RBO). Equipment found during the assessment to be unsafe to operate shall be designated as Repair Before Operate. The equipment will not be operated until the equipment is cleared by the ISIC.

TAB A

TYPICAL LOA SCHEDULE

1. REQUIRED PLANT STATUS. Ready for assessment in that all systems are intact, under ship's force control, and capable of conducting cold checks. Standard cold iron status with the following exceptions:

a. Lube oil and CRP/CPP systems, as applicable, running at proper temperature.

b. EOP procedure MLOC will be completed with the exception of motoring, starting, or lighting-off major pieces of propulsion related equipment or generators.

c. For steam ships: Boilers may be required to be opened for inspection of firesides. Air casings and stacks will always be open.

d. For gas turbine and diesel ships: Intakes and exhaust trunks should be opened or disassembled for inspection. Waste heat and auxiliary boilers may be under an approved lay-up. Boiler firesides may be required to be opened for inspection.

2. SAMPLE SCHEDULE

Day One:

0800 In-brief

0830-0900 Management Program review

0900-1130 Material checks

1130-1330 Caucus/lunch

1330-Comp Continue material checks/rechecks and management program assessment.

ETT/DCTT brief

Main space fire drill, caucus and debrief

Departure

Day Two:

TBD Main Space fire drill (if necessary), caucus and debrief

0800-Comp Complete material checks/rechecks

Management Program assessment

1130-1330 Caucus/lunch

TBD Departure

Day Three:

0800-Comp Clear outstanding items

Conduct critique

TAB B

SAMPLE INITIAL ASSESSMENT (IA) SCHEDULE

The ISIC will normally conduct the IA as part of CART II. The schedule below would allow all events to be conducted in a reasonable amount of time:

Day One:

In brief

Commence Material Checks

Management Program Reviews (as time permits)

Day Two:

Continue Material Checks (if required)

Conduct Main Space Fire Drill and Casualty Control Drill Briefs

Conduct Evolution and Drill Set One

Continue Management Program Reviews

Day Three:

Evolution and Drill Set Two/Main Space Fire Drill

Complete Management Program Reviews

High Power Demonstration/Dynamic Response [If appropriate]

Out Brief

TAB C

SAMPLE UNDERWAY DEMONSTRATION SCHEDULE

The Underway Demonstration will commence with the ship underway in Condition IV steaming. Based on scheduling constraints, the qualification team may either embark the ship prior to Sea & Anchor or meet the ship after it is already underway. The Underway Demonstration should normally be one day in length, and should include the following:

a. Safety walk-through/Up-Front Review

b. Executive ETT brief (first section)

c. Drills and Evolutions (first section)

d. Executive ETT brief (second section)

e. Drills and Evolutions (second section)

f. High Power Demonstration/Dynamic Response

g. Out-brief

TAB D

SAMPLE READINESS FOR LOA MESSAGE

Readiness for LOA. To prevent short notice rescheduling of qualification teams and unnecessary expenses, the ship will report readiness to conduct Light-Off Assessment to the ISIC, information to the TYCOM, applicable Navy Shipyard or SUPSHIP, Regional Maintenance Coordinator, and IMA. This report should be incorporated into the weekly availability SITREP, but may be sent as a separate message. This readiness report should be made no later than ten working days before the scheduled LOA. Pivotal consideration is the achievement of production completion date (machinery space availability for equipment testing and training) and attainment of material conditions which support a meaningful assessment.

FROM (SHIP)

TO (ISIC)

INFO (COMNAVSURFLANT N8/N81/N43 / COMNAVSURFPAC N8/N82/N43)

(APPLICABLE ATG)

(SHIPYARD)

(SUPSHIP)

(RSG)

(IMA)

UNCLAS //N03540//

SUBJ/USS (SHIP'S NAME) 10 DAY PRE-LOA READINESS ASSESSMENT

RMKS/1. OVERVIEW:

A. ASSESSMENT DATE/LOCATION:

B. CURRENT OVERALL ASSESSMENT:

C. PROJECTED OVERALL ASSESSMENT:

2. STATUS

A. MANAGEMENT PROGRAMS: (OVERALL CURRENT/PROJECTED)

B. MATERIAL READINESS: (OVERALL CURRENT/PROJECTED)

C. FIREFIGHTING: (CURRENT/PROJECTED)

3. ADDITIONAL REMARKS:

A. THIS UNFORMATTED SECTION MAY INCLUDE SPECIFIC COMMENTS HIGHLIGHTING MAJOR PERSONNEL, MANAGEMENT PROGRAM OR MATERIAL PROBLEMS NOT RESOLVED

B. ASSESS SHIP'S ABILITY TO ATTAIN PRODUCTION COMPLETION.

C. ADDITIONAL CO COMMENTS.//

TAB E

SAMPLE LOA COMPLETION MESSAGE

LOA Completion. At the completion of the Light-Off Assessment, the ISIC will make a report of the results to the TYCOM, information to the applicable Navy Shipyard or SUPSHIP, Regional Maintenance Coordinator, and IMA. The LOA completion message should state the ship is safe and ready to light-off, and address conditions which warrant Type Commander notification, (e.g. material conditions which do not support assessment), inability to achieve production completion date, etc. The LOA completion message should be sent within two working days after LOA completion.

FROM (ISIC or SUPSHIP (as appropriate))

TO (COMNAVSURFLANT N8/N81/N43/COMNAVSURFPAC N8/N82/N43//

INFO

(APPLICABLE ATG)

(SHIPYARD)

(SUPSHIP)

(IMA)

(RSG)

(SHIP)

UNCLAS //N03540//

SUBJ/USS (SHIP'S NAME) LOA COMPLETION REPORT

RMKS/1. AN LOA WAS CONDUCTED (DATE/LOCATION). (SHIP’s NAME) (IS/IS NOT) READY TO LIGHT-OFF.

2. THE SHIP WAS ASSESSED AT (LOCATION) BY (ORGANIZATIONS

PARTICIPATING IN QUALIFICATION TEAM(S)).

3. ITEMS OF PRIORITY:

A. DEFICIENCY NAME:

B CSMP/JCN:

C. CASREP NR:

D. STATUS OF CORRECTION:

E. REQUESTED TYCOM ASSISTANCE (IF REQUIRED).

F. ADDITIONAL REMARKS:

4. COMMENTS: (IF THE SHIP IS FOUND "NOT READY TO LIGHT-OFF", STATE WHAT CORRECTIVE ACTIONS ARE REQUIRED, WHICH ORGANIZATION MAY VALIDATE CORRECTION, AND WHEN THE SHIP IS EXPECTED TO ATTAIN A "READY TO LIGHT-OFF... STATUS. ISIC'S MUST VERIFY COMPLETION OF OUTSTANDING ITEMS BY MESSAGE TO SAME ADDEES PRIOR TO LIGHT-OFF).//

BT

TAB F

SAMPLE UNDERWAY DEMONSTRATION WAIVER MESSAGE

Waiver of Underway Demonstration. To waive the Underway Demonstration, the ISIC will submit a waiver message report to the TYCOM. The ISIC will provide the TYCOM the detailed basis for the waiver and use the following format:

FROM (ISIC)

TO (COMNAVSURFLANT N8/N81/N43/COMNAVSURFPAC N8/N82/N43)

INFO (APPLICABLE ATG)

(SHIP)

UNCLAS //N03540//

SUBJ/USS (SHIP'S NAME) E-QUAL UNDERWAY DEMONSTRATION WAIVER

RMKS/1. DUE TO OBSERVATION OF (SHIP NAME)'S SUSTAINED

EXCEPTIONAL ENGINEERING READINESS, A WAIVER OF THE EQUAL

UNDERWAY DEMONSTRATION IS GRANTED.

2. BASIS FOR VALIDATION IS (INSERT VALIDATION BASIS HERE).

BT

TAB G

SAMPLE UNDERWAY DEMONSTRATION COMPLETION/ENGINEERING QUALIFICATION MESSAGE

Underway Demonstration/Qualification. Following completion of the Underway Demonstration, the ISIC will send a message report to the TYCOM, information to ATG. In addition to reporting qualification, the message will identify major items that require correction, but do not restrict qualification or safe operations. The ISIC will ensure and verify corrective action to any items noted. Use the following format for reporting Underway Demonstration completion:

FROM (ISIC)

TO (SHIP)

(COMNAVSURFLANT N8/N81/N43 / COMNAVSURFPAC N8/N82/N43)

INFO (APPLICABLE ATG)

UNCLAS //N03540//

SUBJ/USS (SHIP'S NAME) ENGINEERING QUALIFICATION REPORT//

RMKS/1. AN UNDERWAY DEMONSTRATION WAS CONDUCTED IN (SHIP’s

NAME)ON (DATE). THIS SHIP IS/IS NOT QUALIFIED FOR UNRESTRICTED

ENGINEERING OPERATIONS AND INTERMEDIATE TRAINING:

A. SIGNIFICANT ISSUES REQUIRING TYCOM ATTENTION: (IF REQUIRED)

B. ITEMS OF PRIORITY:

C. ADDITIONAL REMARKS:

BT

TAB H

SAMPLE RESTRICTED OPERATIONS NOTIFICATION AND POA & M REPORT

Restricted Operations (RO). When the ISIC places a ship in a RO status, the following messages are required:

(a) A RO notification report to the TYCOM, within 24 hours of placing a ship into a RO status. A sample RO notification report follows.

(b) A POA & M to the TYCOM, within 5 working days of the RO notification. RO notification and POA & M may be combined as a single message, if desired. A sample POA & M report follows.

(c) POA & M updates every two weeks.

Use the following format to report RO notification and POA & M establishment/updates. Biweekly POA & M updates will be sequentially numbered:

FROM (ISIC)

TO (COMNAVSURFLANT N8/N81/N43/COMNAVSURFPAC N8/N82/N43/N3)

INFO (FLEET COMMANDER)

(APPLICABLE ATG)

(SHIP)

UNCLAS //N03540//

SUBJ/USS (SHIP'S NAME) RESTRICTED OPERATIONS NOTIFICATION AND

POA & M UPDATE (NUMBER)//

RMKS/1. ORIG HAS PLACED (SHIP'S NAME) IN A RESTRICTED

OPERATIONS STATUS DUE TO (REASON). ENGINEERING RE-QUALIFICATION

WILL BE OBTAINED WHEN FOLLOWING CONDITIONS ARE MET: (LIST)

2. THE FOLLOWING POA & M IS SUBMITTED (UPDATED/COMPLETED):

EVENT SCHED DATE(S) CURRENT STATUS

3. REMARKS: //
BT

TAB I

SAMPLE REMOVAL FROM RESTRICTED OPERATIONS REPORT

Removal from restricted operations status. When an ISIC restores engineering after having placed a ship in a RO status, the ISIC will notify the TYCOM, information to ATG. Use the following format to report removal from RO status:

FROM (ISIC)

TO (COMNAVSURFLANT N8/N81/N43/COMNAVSURFPAC N8/N82/N43)

INFO (FLEET COMMANDER)

(APPLICABLE ATG)

(SHIP)

UNCLAS //NO3540//

SUBJ/USS (SHIP'S NAME) REMOVAL FROM RESTRICTED OPERATIONS STATUS//

RMKS/1. ORIG HAS REMOVED SHIP FROM RO STATUS.

2. REMARKS:

//

BT